SC066

HOME OFFICE

WORD PROCESSOR AND DATABASE FOR THE COMMODORE C16

INSTRUCTION MANUAL

NAVAJO
SOFTWARE

Audiogenic LTD

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PLEASE NOTE

Before loading the programs, please make sure that your cassette heads are cleaned and demagnetised, and that the cassette deck is located away from the T.V. set. Each program is repeated on the same side of the cassette. In the unlikely event of a faulty tape, please return the tape to your dealer for free replacement.

WORDPRO - WORD PROCESSOR

DESCRIPTION

WORDPRO is an easy to use cassette based Word Processing program for the Commodore C16 computer. WORDPRO is designed to enable the rapid and efficient creation of letters, documents and reports, which can be edited, stored on cassette or disk, recalled, updated, and printed via a Commodore Printer.

WORDPRO was programmed by a professional writer, and, as well as using well-established techniques, the system has been produced to take full advantage of the splendid colour and graphic display available on the C16. During a prolonged trial of the system (for writing television scripts) it soon became apparent that the 40 column screen of the C16 is NOT an obstacle to efficient and practical Word Processing.

With WORDPRO, you can type your text in at full speed (unlike some systems where, if you type at a high speed, the program cannot keep up and you have to stop and wait for it to catch up!).

WORDPRO has a preset page width of 65 characters per line, but you can alter that figure to any number between 20 and 74 characters. At the preset page width you have enough memory to create 45 lines of text, or about 400 words. WORDPRO allows the text to be printed and saved in a "right justified" form (i.e. the right hand edge of the text forms a straight line).

WORDPRO will easily handle most Word Processing tasks in your "Home Office". Next we will look at how to use it.

INSTRUCTIONS

Load and Run WORDPRO in the normal way. WORDPRO is operated from a MENU, which allows you to choose the operational mode you require by pressing just one key. When you Run the program, the MENU will be displayed as follows....

1. WRITE AND FORMAT TEXT
2. LOAD (READ) DISK/TAPE FILE
3. SAVE (WRITE) DISK/TAPE FILE
4. PRINT OUT - VIEW TEXT
5. EDIT MODE - DELETE/INSERT
6. DISK DIRECTORY
7. END - CLEAR MEMORY

To select the option you require from the Menu, just press the number of that option.

1. Write and Format Text - is the mode in which you actually compose your letter or document by typing it in from the keyboard.

2. Load (Read) Disk/Tape File - enables you to load into the memory letters or documents that you have written previously and saved onto tape or disk using option 3.

3. Save (Write) Disk/Tape File - When you have composed your document, you use this option to store it on tape or disk so that you can load it back in using option 2 if you wish to print it out or update it at a later date.

4. Print Out - View Text - This allows you to print out your formatted and justified document on the printer, or, alternatively, just view it on the screen.

5. Edit Mode - Delete/Insert - When you have written your document using option 1, or loaded a document using option 2, you can use this mode to make changes to the text, or correct mistakes.

6. Disk Directory - If you have a disk drive connected, this allows you to see what files you have on a disk.

7. End - Clear Memory - When you have written your document, saved it to tape and printed the copies that you need, you may wish to write another. You can use this option to clear the memory so that you can start your new document.

Each option will now be described in detail below.

1. WRITE AND FORMAT TEXT

Press 1 and the screen will clear and display a number of options in turn beginning with....
MAX LINE LENGTH ? 65
The flashing figure 65 indicates the preset optimum for well centred text on the CBM printer using the standard fan-fold paper. A left margin of 6 characters is built into the program (but this can be altered on printout), which in conjunction with a 65 character line will give a good appearance to a document or letter (especially when the perforations are removed from the paper). If

you wish to use a different line length, then just over-type a figure between 20 and 74 and press RETURN. If 65 is acceptable, just press RETURN.

You are now given the opportunity to set any tabs that you may need. The display reads....
NO. OF TABS (5) MAX ? 0
You can now enter the number of tabs that you need up to a maximum of five by typing the number and pressing RETURN. If you don't want any tabs, just press RETURN. Say for example you want three different tab settings, you type 3 and press RETURN. For each of these tabs you will be asked how many characters from the left margin you wish the tab to be set. You must enter these in ascending order, so that the lowest setting is first and the highest last. The display reads....
TAB NO. 1 ?
Enter the number, say 10 for example, and press RETURN. The first tab is now set at 10, and you can use this to indent a new paragraph. Repeat the procedure for the other tabs (in ascending order, remember).

When you have set all the tabs that you need, you will be asked....
APPEND TEXT YES/NO ?
This option is a useful "merge" facility. If there is no text currently in the memory, and you are starting a new document, press N (for No). The screen will now clear and go into text writing mode. If you are adding to or continuing text which is already in the memory, then press Y (for Yes), and you will be in text writing mode, but the text in memory will be displayed and you can then add to it. When the screen changes into text writing mode it displays in red the maximum number of lines that you can write. This varies according to the line length selected. If complex editing of the text is envisaged - particularly the "Insert" facility - stop short of the permitted maximum number of lines to allow for additions and changes.

You can now start to write your document. The normal C16 cursor is replaced by an "underline" cursor to tell you where the next character will appear. The keyboard is now in "lower case mode", i.e. you have to use the SHIFT key to get capital letters. There are certain keys that you cannot use in your text and will not print out. The * (asterisk) key and the = (equals) keys are reserved for special functions. Also, the " (double-quote) key should not be used.

The * key operates the tabs that you set earlier. Pressing the * key once will take you to the first tab position, pressing twice will take you to the second tab position, three times to the third, and so on. Note - the tab key must be the the first key to be pressed on the new line; it will not work if you have already typed on the line. Pressing the = key will take you back to the main Menu, so that you can perform an operation on the text that you have created.

As you type in your words, the program counts the characters and, when you reach the end of the line length that you selected, it automatically starts a new line for you and marks the end of the previous line with a reversed out arrow. If you wish to start a new paragraph, press RETURN at the end of the line. A black arrow

indicates this manual carriage return. The cursor is automatically positioned at the start of the new line. You can use the RETURN key to leave a blank line in between paragraphs by pressing it at the beginning of the line you wish to leave blank.

A display at the top of the screen reminds you of the special functions of the "*" , "=" and RETURN keys. However, this display scrolls off the screen to make way for text, so it is important to remember these keys.

The normal C16 cursor controls are disabled during writing. You can use the DELETE key to go back and make alterations as long as you are still on the same line as the alteration in question. If not, then you can easily make alterations after you have finished writing by using the no. 5 - Edit option.

The RUN/STOP key is also disabled. This is so that if you accidentally hit it while writing, you do not lose all the text you have written.

Occasionally a long word at the end of a line will be split onto the beginning of the next line. When this occurs a hyphen will be inserted, and an audible tone will signal that this has happened.

The 40 column screen of the C16 will, of course, wrap round in displaying longer page lines. This is a function of the display, and you can always tell where the end of the printed lines will be, as they are marked by the reversed out or black arrows. This may look odd at first, but after a short period of use you will become accustomed to this layout.

Familiarity with WORDPRO will soon demonstrate that the program has been set up for maximum speed and efficiency. When you have completed your document, press the "=" key to return to the Menu and select the next option.

5. EDIT MODE - DELETE/INSERT

Press 5 to enter Edit mode so that you can check and edit your document before saving to tape or printing. On entering Edit mode you will be asked whether you wish to select a line number for editing, or see a display of all your text. Press either "S" for Select, or "A" for All. If you press "S" you can then enter the number of the line that you wish to edit. If you selected "A" then your text will be displayed five lines at a time. Press SPACE for the next five lines. When you see a line that you wish to edit, press "E" for Edit, and then enter the number of that line and press RETURN. If, having looked at your text, you decide that you didn't want to do any editing after all, press "=" to go back to the main Menu. When you have entered the number of the line you wish to edit, you have three options. You can press either "I" for Insert, "D" for Delete, or "C" for Change.

Selecting "I" for Insert will allow you to insert a new line BEFORE the line number specified. The screen will prompt "Enter insert line", and you can type in the line to be inserted, and press RETURN when completed. Remember not to exceed the preset line length! The new line will be displayed in its correct position within the text. If it is acceptable, press the "↑" key

to confirm the insertion; if not then press the SPACE bar to cancel the insertion.

Selecting "D" for Delete will delete the specified line and move the following lines up to close the gap.

Selecting "C" for Change will allow you to rewrite the line specified. The line is displayed, and you type the new line in underneath. Again you press the "↑" key to confirm, or SPACE to cancel the change.

After editing, press the "=" key to return to the Menu.

4. PRINT OUT - VIEW TEXT

On entering Print mode you will be asked....
Right Justification (Y)es / (N)o ?
If you press "N" for No, you can go straight to the printing stage by pressing "f1" for Print. If you press "Y" for Yes, then the program will start justifying each line so that they are all of equal length. The justification process displays each line on screen with a character and space count in blue figures underneath. The process may take several minutes to complete if a long document is to be justified, but the end result is a neat and professional appearance. A document can be saved in its justified form, so it need only go through this process once. When justification is completed, the screen will display the option....
f1 DISPLAY TEXT TO SCREEN
f2 CBM PRINTER (Serial)
Pressing "f1" will scroll all the text up the screen (as a visual display and confirmation that all the text is processed and ready for saving or printing), and then return to the main Menu. Pressing "f2" will route the text in memory to the printer. Before print-out there is just one more thing you have to do. You will be asked to set the left hand margin. The cursor is ready over the preset margin of 6, but you can change it just by overtyping the number you want and pressing RETURN. After print-out the program will automatically return to the Menu.

If further copies of the text are required, just select option 4 again from the Menu. If the text has been justified, it will not be necessary to do it again, so press "N" for No, and follow the instructions as above.

3. SAVE (WRITE) DISK/TAPE FILE

Press 3 and put a blank cassette into the cassette deck, or a formatted disk into the 1541 disk drive. You can now give your document file a name. Be sure that the name you give is a different one for each file to avoid confusion in future. Type in the name and press Return. Then enter the numbers of the lines you wish to save (i.e. from ? to ?), or type "A" (for All) to save the whole document. You can now select "D" for disk or "T" for tape. If you are using disk, the save will now take place. If using tape, press PLAY and RECORD on the cassette deck. When the save is complete, an automatic return to Menu will occur. Your document is saved complete with justification and formatting instructions, so that, when loaded back in future, it will print

out exactly the same straight away. It is important to remember the name that you gave the file, as you will need to specify that name when you load the document back in in future. Keep a note of it on the cassette or disk label. If you accidentally enter Save Text mode by pressing 3 by mistake, you can get back to the Menu by typing "=" and pressing RETURN.

6. DISK DIRECTORY

If you have a disk drive, you can press 6 to get a directory of the files on a disk. This can be useful prior to loading a file so that you can check the correct filename, or after saving a file to check that it has saved properly. Once you have finished looking at the directory, press "M" to get back to the Menu.

2. LOAD (READ) DISK/TAPE FILE

Put the cassette containing your document into the cassette deck, rewind it, or, if you have a disk drive, put your disk into the drive and close the door. Then press 2. Enter the name of the file you wish to load and press RETURN. You must then choose between "Solo" and "Append". Press "A" (for Append) if you wish to merge the document on tape to the one already held in memory. If you just want the document you are loading, then press "S" (for Solo). You can then select either tape or disk. If you are using disk, then your file will now load. If you are using cassette, press PLAY on the cassette deck, and WORDPRO will look for your file and load it. When loading is completed, you will be returned to the Menu. You can then Edit by selecting option 5, or Print it out by selecting option 4, or add to it by selecting option 1 and using the Append facility. To do this, just press "Y" when you are asked APPEND TEXT (Y)es/(N)o ?. Be sure not to press "N" as this clears all text from memory. If you accidentally enter Load Text mode by pressing 2 by mistake, you can get back to the Menu by typing "=" and pressing RETURN.

7. END - CLEAR MEMORY

Press 7 if you wish to clear all text from memory after printing or saving to tape. So that you do not accidentally wipe out your text, you will be asked....
HAVE YOU SAVED TEXT (Y)es/(N)o ?
If you press "N" (for No) you will jump immediately to option 3 (Save (Write) Disk/Tape File) so that you can save your text for posterity. Pressing "Y" (for Yes) will restart the program with the memory clear so that you can start a new document.

DATABASE - DATA STORAGE AND RETRIEVAL UTILITY

DESCRIPTION

DATABASE is an information Storage and Retrieval system to run on the C16 computer. Designed for the home or small office, the program contains an integral sorting routine which dramatically reduces the access time for data to typically under one second. DATABASE is designed as an efficient and very fast alternative to filing cards and directories. It may be used in a variety of ways around the home - as a comprehensive address book, or an index for a record or stamp collection - the possibilities are endless. In the office it can be used as a business directory or filing system for data, for any purpose involving the storage of information. The system has been produced to take full advantage of the colour, graphic display and sound available to the C16 user.

DATABASE will store 59 entries of 92 characters each. In many cases an entry will be considerably under 92 characters. In a telephone directory, for instance, an entry of a name and telephone number will rarely exceed 27 characters - which would allow the system to retain over 182 entries.

The DATABASE system will allow instant updating of data, and hard-copy printout of all or selected parts of the data in memory. A sorting routine will arrange all the data into alphabetical order, and a search facility will find the data you need, usually in less than a second. The data files can be stored onto cassette tape or disk for future reference and updating.

INSTRUCTIONS

Load and Run DATABASE in the normal way. The first thing you will see is a prompt which says, "ENTER AVERAGE DATA RECORD OR PRESS RETURN. HOW MANY CHARACTERS?". If you just press RETURN, the program will operate to a preset data length of 92 characters per record. If you want a different data length, just enter the number of characters and press RETURN. DATABASE will then display the maximum number of ENTRIES ALLOWED. The main Menu will then appear.

DATABASE is operated from a MENU which allows you to select the operational mode you require by pressing just one key...

1. LOAD (READ) DISK/TAPE FILE
2. SAVE (WRITE) DISK/TAPE FILE
3. DATA SEARCH/UPDATE
4. ENTER NEW DATA
5. END - CLEAR MEMORY
6. PRINT-OUT DATA ON FILE
7. SORTING ROUTINE
8. CHECK DATA IN MEMORY

To select the operation you require, just press the number key corresponding to that option.

We shall now deal with the options in detail, in the order in which you, using the program for the first time, are likely to select them.

4. ENTER NEW DATA

Press the no. 4 key, and the screen will clear and then display a number of captions. At the top is an entry count which reads....
ENTRY NUMBER 1
This number keeps a track of how many entries you have made. Below that is a message which instructs you not to use any punctuation when typing in your data. This means that you cannot use commas or full stops. You can use as many spaces as you like if you wish to space out your data on the screen.

Using DATABASE, you enter your information in two parts, the Key, and the Data. The Key can be the name of a person or object, and the Data is the descriptive information that you wish to keep about that person or object. For example, if you are keeping names and addresses, then the person's name should be entered as the Key, and the address and phone number as the Data; or if you are keeping an index of your record collection, you could enter "Beatles" as the Key, and the title of the album, and the serial number and date of purchase as the Data. The Search facility (option 3) works by searching through the different Keys, so what you use as the Key depends on the purpose for which you need the information. For instance, you could keep a list of names and addresses organised in terms of towns, rather than people. If you enter the town, say Newport, as the Key, and the name and address of the person as the Data, then, if you need a list of the people that you know in Newport, you can just specify Newport as the name to be searched for, and the Search facility will find every Newport entry and let you look at each one in turn.

So when the program asks for the Key, you can fill up to 22 characters with whatever you wish to use as the Key. Note however, that DATABASE is programmed to accept only alphabetics, i.e. A-Z as the Key. Numerics may be used but only if prefixed by a letter of the alphabet, e.g. A375. (N.B. Sorting will be alphabetic, not numeric.)

You are then asked for your Data. Data may be alphanumeric in content. The white area delineates the 77 character maximum data length that you have available. Just type in whatever Data you wish (without commas or full stops). Make sure you do not type beyond the 77 characters. If you do exceed the maximum entry, a caption will appear - ENTRY INCORRECT - and the program will return to Key so that you can start the entry again. You can use the cursor controls to go back and over-write any mistakes. When your Data is entered, press RETURN and the program will automatically return to the Menu. Press 4 again to enter the next record, and so on.

7. SORTING ROUTINE

When you have entered all the items in your list of information, the next stage is to have them sorted using option 7. This takes all the Key items in memory and sorts them into precise alphabetical order. This process may take a few minutes to complete, but the time taken to do this is more than made up for by reducing the time it takes to search for and retrieve an item later. So press 7, and the screen will clear and a red caption - "SORTING" - will be displayed. You will be able to see the Key

information on the screen as it is being sorted. You do not have to do anything while this is happening, and the program will automatically return to the Menu when the sorting is completed.

This collection of sorted items can now be regarded as a "file". You can have a file for names and addresses, a different one for your record collection, another for an inventory of your possessions, etc.. Now that you have your file, you should save it onto tape or disk so that the information is permanently stored.

2. SAVE (WRITE) DISK/TAPE FILE

Get a blank cassette ready in the cassette deck, or a formatted disk in the disk drive, and press 2. The screen will clear and a caption will prompt...

DISK DIRECTORY YES/NO

Disk Drive users may select Yes by pressing "Y" for a display of the current disk directory. (Press "M" if you want to return to the Menu). To go straight to saving, you should press "N" instead. The program will prompt for...

FILE NAME?

Enter the name and press RETURN. It is best to give your file a name that describes the contents, such as "addresses". Also make sure that every file has a different name to avoid confusion in future. Then select "D" for disk, or "T" for tape. If you select disk, then the save will take place immediately. For tape, press PLAY and RECORD on the cassette deck. The program will automatically return to the Menu when the transfer is complete.

N.B. If, when saving on disk, the file name that you entered already exists on the disk, the error message *FILE EXISTS will be displayed, and a further caption will appear...
DO YOU WISH TO OVERWRITE THIS FILE?
Pressing "Y" will erase the file on disk and replace it with the one you are saving. This can be handy when you are updating a file. Otherwise, press "N" and you will get a chance to enter a different name to save your file under.

If you are using tapes, make sure that your cassette is clearly labelled with the file name, as you will need to specify that name when you load it back in via option 1. It is a good idea to store your files on short cassettes with only one or two files per side. This will ensure that each file can be found and loaded quickly. With disks, you can store as many files as will fit on the disk, as access time is always very quick.

If you choose option 2 by mistake, and wish to get back to the Menu, then just press "=" and Return.

5. END - CLEAR MEMORY

If you have finished using DATABASE, or if you wish to enter a new set of information, press 5. This option incorporates a safeguard which will not allow you to end the program unless you have saved the file currently in memory. If you haven't saved it, there will be an audible alarm and you will be asked.....
HAVE YOU SAVED DATA ? (Y)es / (N)o
If you have already saved your file, press "Y", and the program

will restart with the memory clear so that you can enter new items. Pressing "N" will take you straight to Option 2 where you can save your file as described above.

1. LOAD (READ) DISK/TAPE FILE

When you wish to refer to or update a file, the DATABASE program must be running. Insert the cassette containing your file into the cassette deck, and rewind it, or put your file disk into the disk drive, and then select option 1 from the Menu. Type in the name of the file you wish to load, and press Return. Then select "D" for disk or "T" for tape. If you select disk, then the file will start loading immediately. If you select tape, you will have to press PLAY on the cassette deck as instructed, and DATABASE will find and load your file. When the file has loaded, the program will automatically return to the Menu. If you choose option 1 by mistake and want to get back to the Menu, just press "=" and Return.

8. CHECK DATA IN MEMORY

You can check that the data is in the memory by pressing 8. The data will quickly scroll up the screen. You can make the scrolling slow down by holding down the Commodore key, or pause by holding down the RUN/STOP key. The Check Data option is included for your convenience so that you can quickly make sure that you have the correct file. It can also be used if you only need a quick glimpse of a certain piece of information. If the data was saved in its sorted form (as it should be!), then it will scroll up in alphabetical order.

3. DATA SEARCH/UPDATE

Using option no. 3, you can now refer to your data file to look up the information you require. You can also use this option to update or print out any of the data in your file. When you press 3 the screen will clear and you will be asked for the Key of the item that you wish to look at or update. So type in the Key you require and press RETURN. The Data will appear on the screen virtually instantaneously. Three captions will appear at the bottom of the screen.....
CONT SEARCH (Y)es/(N)o
UPDATE DATA (C)hange
PRINT OUT (P)rint

The Search facility is very versatile, and can be used in different ways. You do not have to specify all of the Key, you can enter just the first part or even the first letter. For example, if you have a name and address file, you might have three friends called John Smith, John Jones and John Johnson. When using the Search facility, if you enter John Jones, then DATABASE will find the entry just for John Jones. If you specify John J, then it will find all the entries beginning with those letters and display the first one, John Johnson, on the screen. You can then press "Y" to continue search, and the second one, John Jones, will be displayed. If you just specify John, then it will find all the names beginning with John, and you can look at each in turn.

When you have found the entry you require, you can make a print-out of it on your printer by pressing the "P" key. If you wish to update the Data, then press "C" , and enter the new Data, remembering not to exceed 78 characters. Press Return, and the new Data will instantly replace the old. New Data does not require re-sorting, because the Key remains the same.

When you have finished using this option, press "N" to get back to the Menu.

With option 3, you can change only an existing entry. To add new entries, you have to use option 4. If new entries are added, sorting with option 7 will be necessary.

6. PRINT-OUT DATA ON FILE

If you require a hard copy print-out of your file, press 6. A prompt will flash up to remind you to make sure that your printer is ready on-line. Press fl and all the entries in memory will be printed out via the printer.

If you choose Option 6 by mistake you can get back to the Menu by pressing the "=" key.

N.B. In order for all the Printer facilities of Home Office to function correctly, the printer must be set to Device No.4.

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